

PROCEDURE FOR PUBLIC IMPROVEMENT PROJECT PLAN SUBMITTAL

- A. General. All developers and engineering consultants submitting plans for public improvement projects to the city for review are required to follow the procedures outlined in this section. No public improvement projects may be constructed in the City of Gardner without prior approval of the Engineering Division.

The majority of all public improvement projects are funded by either private developer, benefit district, or the city at large. The procedure to follow and the amount of time involved in approving plans is dependent on the source of funding for the project.

- B. Public Improvements. The plan review process is as follows:
1. The first submittal should contain two sets of plans. This and all subsequent submittals are dated and recorded in a project status log.
 2. The normal time for review of the first submittal is 15-20 working days. In the case of abnormally large sets of plans (greater than 20 sheets) or of extremely complicated drawings, a longer time may be required for review. Additionally, review time is also dependent upon the number of plans that have already been submitted for review.
 3. The plans will be routed through the appropriate city departments and/or divisions to obtain a complete review of all facilities which may be affected by the construction. They will also be reviewed to confirm conformance with city standards and design criteria. Upon completion of city review, a written set of comments will be submitted to the design engineer.
 4. The consultant will be required to make all necessary corrections and/or revisions as noted in the written comments. Upon completion of the corrections and/or revisions the consultant shall submit two new sets of plans to the Engineering Division and written responses to comments. Review time is approximately 10-15 working days.
 5. The third and any subsequent submittals shall contain all necessary revisions, as well as written responses to comments. If the plans are close to approval, the final plat showing all proposed easements should be submitted, as well as any necessary application forms such as Kansas Department of Health and Environment sewer and water extension permit, Kansas Department of Transportation permits, Department of Agriculture channel change permit, etc.
 6. Once a submittal is approved, the City Engineer will verify that all necessary state permits are obtained and all plats and easements are filed. Five full size and one half size plan sets shall be submitted to the city for signature. Additionally, one copy of the electric layout

plan sheet and one electronic copy of the plans in Autocadd shall be submitted to the City of Gardner. The Engineering Division will notify the engineer once the plans have been signed and will provide one copy of the plans for their use. Additionally, two copies of the plans will be provided to the contractor once inspection fees are paid and bonds and bid estimates are submitted. The contractor will be required to sign a permit for construction which authorizes the contractor to begin work. A brief preconstruction meeting will be required to be attended by the contractor to discuss specific project issues prior to beginning site work.

7. Public improvement plans and engineering reports are approved initially for one year after the date signed on the cover sheet next to the city engineer's signature. After one year, the plans or report shall become null and void and must be re-submitted prior to approval of construction of that project. Such plans and/or reports shall be re-submitted to the Engineering office in accordance with the foregoing outlined procedure and requirements.